



Personal Information Form

For use by **External Applicants – Confidential when completed**

Section 1: Personal Information

Legal First Name:		Last Name:	
Middle Name:		Preferred Name:	
Date of Birth:		Social Insurance Number:	
Home Phone:		Alternate Phone:	
Complete Mailing Address: (Street, City, Postal Code)			

Section 2: Application Information

Do you have a relative/spouse/partner in the department or school in which this position exists:	Yes	No
If yes, please indicate Name(s):		
Have you previously worked with the CBE?	Yes	No
If Yes, indicate date From: To:		
If yes, under what Name? Under what Employee ID?		
Languages Spoken / Written:	English	French Other: (specify)
Standard First Aid/CPR?	Yes	No
If yes, where taken:		
If yes, Expiry Date (dd-mmm-yyyy):		
Therapeutic Crisis Intervention?	Yes	No
If yes, where taken:		
If yes, Expiry Date (dd-mmm-yyyy):		

Section 3: Emergency Contact(s)

Name:	Relationship:	Address:	Phone Number:

Section 4: Criminal Declaration of Offence(s)

Have you ever been convicted, or found guilty, of a Criminal Offence under the Criminal Code of Canada or in any other Country for which a pardon has not been granted? Please check one: Yes No. If Yes, indicate the charge in space below:		
Nature of Conviction:	Date of Offence (dd-mmm-yyyy):	Country / Province:

Note: The Calgary Board of Education Policy 4027.4 requires that as a condition of employment, all applicants who are offered employment are required to provide a Police Security Clearance before employment is confirmed. **Do not obtain a Security Clearance on behalf of your application.**

Section 6: Signatures

By way of my signature below, I certify that the information provided in this application is true, without material omissions of any kind. I understand that failure to accurately and fully complete this form in its entirety may disqualify my application for consideration.

Applicant's Signature

Date (dd-mmm-yyyy)

The Calgary Board of Education (CBE) collects the personal information requested on this form under the authority of section 4(c) of the Alberta *Protection of Privacy Act*. This information will be used for the management of personnel and for the delivery of Human Resources programs at the CBE. The personal information may be inputted into automated systems. If you have any questions about the collection and storage of personal information, please contact the Employee Contact Centre at 403-817-7333 or ecc@cbe.ab.ca and a representative will help you.